

MONROE COUNTY

JOB DESCRIPTION

Position Title: PART-TIME FIRE RESCUE OR EMS INSTRUCTOR			Date: 10/01/02
Position Level: 8	\$18.73 hr.	FLSA Status:	Class Code: 8-2

GENERAL DESCRIPTION

Field and classroom instruction, training and coordination of fire or EMS related information. Develops and implements certification courses of instruction and training pertaining to a subject in fire, rescue, or EMS. Work includes, but is not limited to, the record keeping of attendance, training, and supervision of class students, training property control, and training facility supervision and control. Work is performed under the general direction of the Fire Chief, through the Fire Rescue Logistics and Training Officer.

KEY RESPONSIBILITIES

1. *Performs as an Instructor as needed in the classroom or in the field training of students. Hours of work may be adjusted as needed.
2. *Implements a Countywide training program.
3. Distributes fire rescue training materials such as books, pamphlets, videos, and other related training or instructional equipment and materials.
4. Inspects and manages the Fire Rescue training facility and all related training equipment as it relates to the specific course of instruction.
5. *Implements, as directed, continuing educational programs developed by Monroe County Fire-Rescue and EMS for the Fire Rescue and Emergency Services. May assist in preparing proficiency examinations. Administers proficiency examinations.
6. Maintains accurate individual student training records. Such records to include date of training, test scores, evaluations, etc. Submits records of such training to the Monroe County Fire Rescue and EMS and/or other agencies.
7. *Maintains control and discipline in all phases of training, both classroom and field, and is responsible for the assurance of maintaining a safe environment during the physical instructional phase of the course.
8. *When functioning as the Lead Instructor, he/she will be granted up to two (2) hours course preparation per course. The Lead Instructor arrives 30 minutes prior to commencement of class and sets up the appropriate course materials and equipment. At the end of class he/she is responsible for remaining on site to assure that the classroom is left in a clean and orderly state. He/she is also responsible for the storage and accountability of training materials, and the securing of the classroom or training facility.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education:</i>	Vocational or other technical school, certification, training or apprenticeship required beyond high school.
<i>Experience:</i>	1 to 2 years exp.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular internal and external contacts to carry out programs and to explain specialized matter. Occasionally requires contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.
<i>Working Conditions/Physical Effort:</i>	Work can involve major physical exertion, and or physical strain at stations or during training exercises. May be exposed to hazardous materials, hazardous atmospheres, and hazardous environments during training.
<i>On Call Requirements:</i>	None.
<i>Other:</i>	Must have valid Fire Instructor 1, 2, or 3 certification, or current certification of the subject being presented. Valid Florida Driver's License.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____